

How to repeat the table header bar in Word

When printing a Word document or creating a table in Word, repeating the headings makes it easier to follow the headings and allows for seamless reading of the document's headings across different pages, especially with long headings.

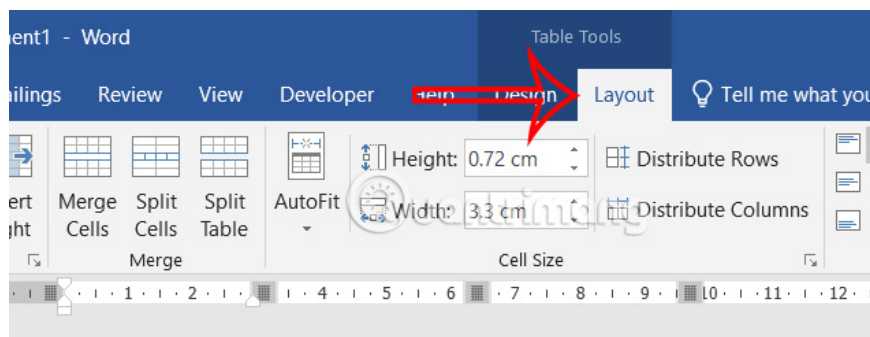
When printing a Word document or creating a table, repeating the header helps you keep track of the headers more easily, allowing you to read them seamlessly across different pages, especially with long headers. The header appears continuously on each page in Word with the same formatting, so you don't need to manually re-enter it. Below is a guide on how to repeat the header in Word.

Instructions on repeating headings in Word 2016 and 2019

Repeat Word headings using Repeat Header Rows

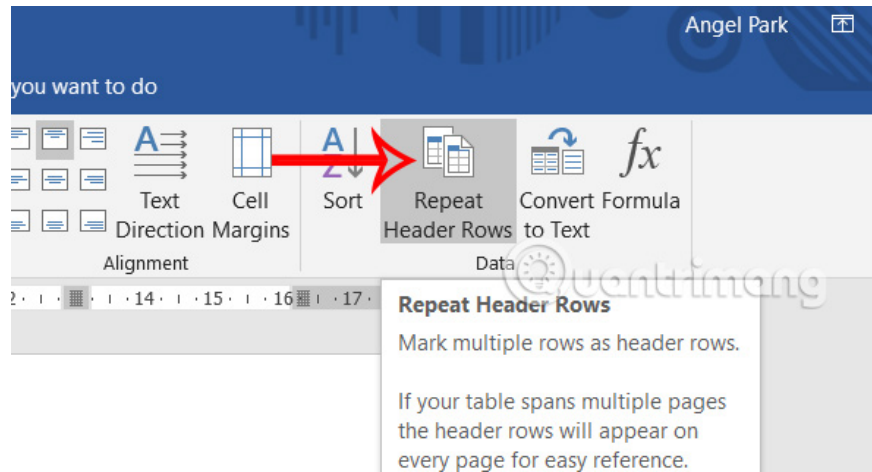
Step 1:

In the Word document interface, the user **clicks on the header row** they want to repeat in the table, and then clicks on **the Layout tab** at the top of the interface.



Step 2:

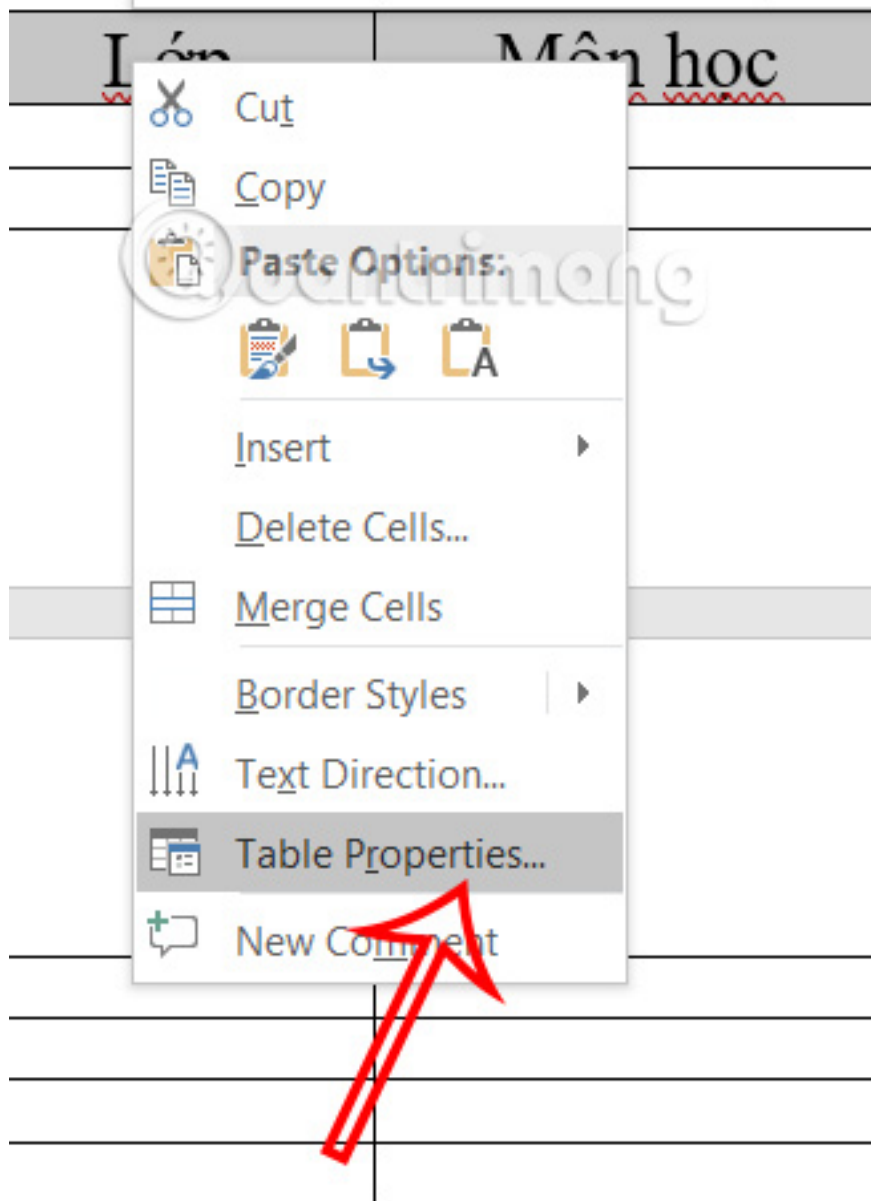
With the options displayed below, users can click on **the "Repeat Header Rows" option** in the "Data" section to repeat the table headers in Word.



Repeat Word headers via Table Properties

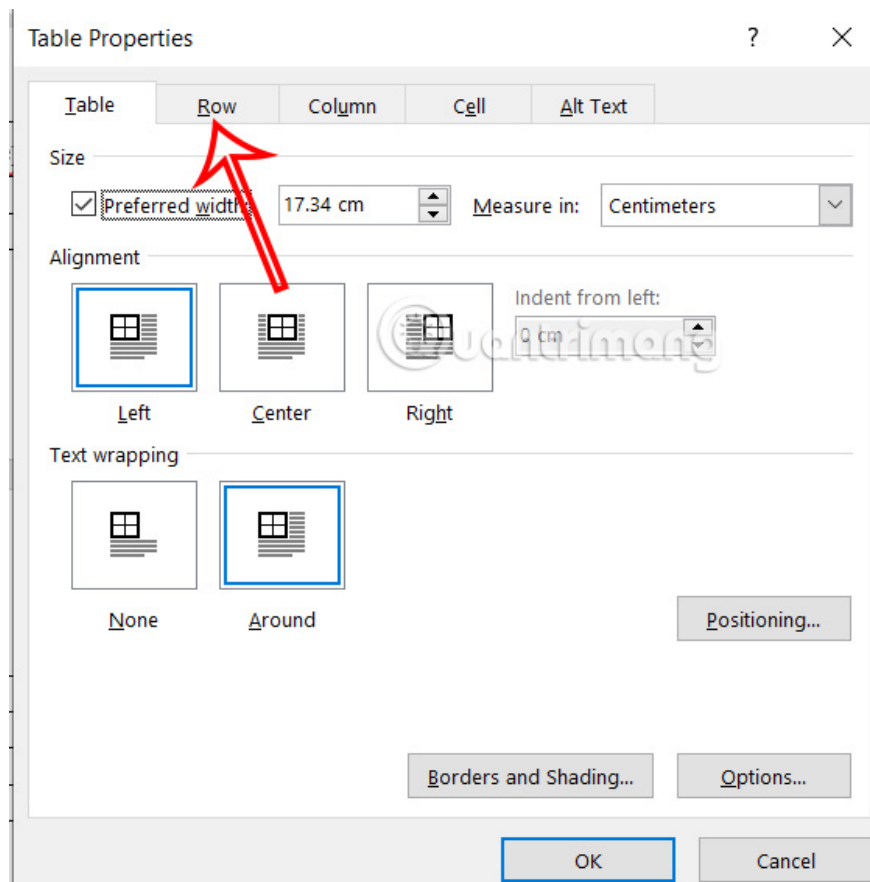
Step 1:

First, **click on the header row** you want to repeat in the Word table. Then, **right-click** on the header row and **select Table Properties** from the list that appears.

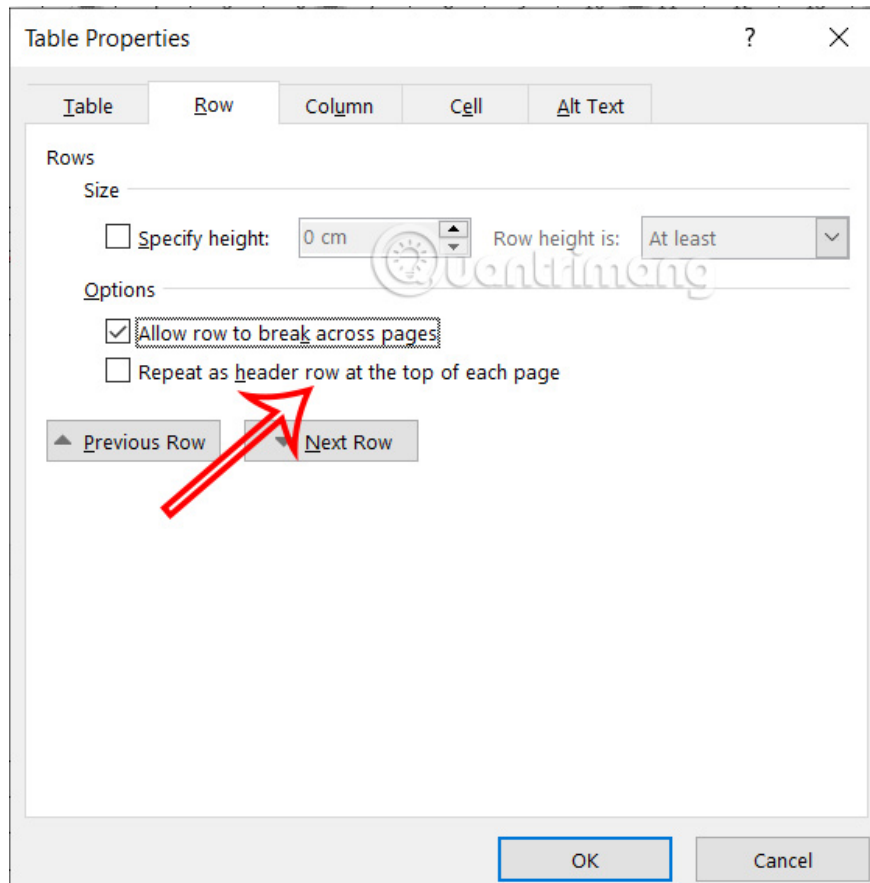


Step 2:

This displays a custom interface for Word tables. You **click the Row tab** in the interface.



Next, **check the box next to "Repeat as header row at the top of each page"** to repeat the header in Word for the table across multiple pages.

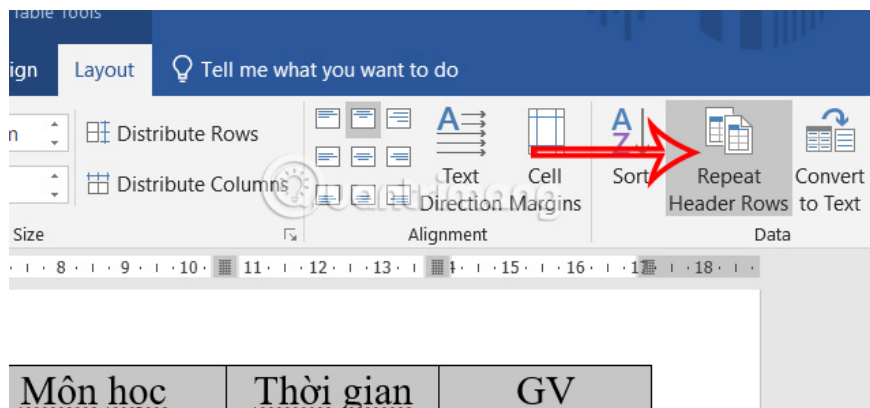


Therefore, when you create a table across multiple pages, the header row will automatically repeat at the beginning of the table on each page.

Instructions on how to undo a repeated heading in Word

To undo a repeated heading in Word, it's very simple and can be done regardless of how you previously repeated the heading.

We just need to **click on the repeated header row**, then click on Table Layout and **uncheck Repeat Header Rows**.



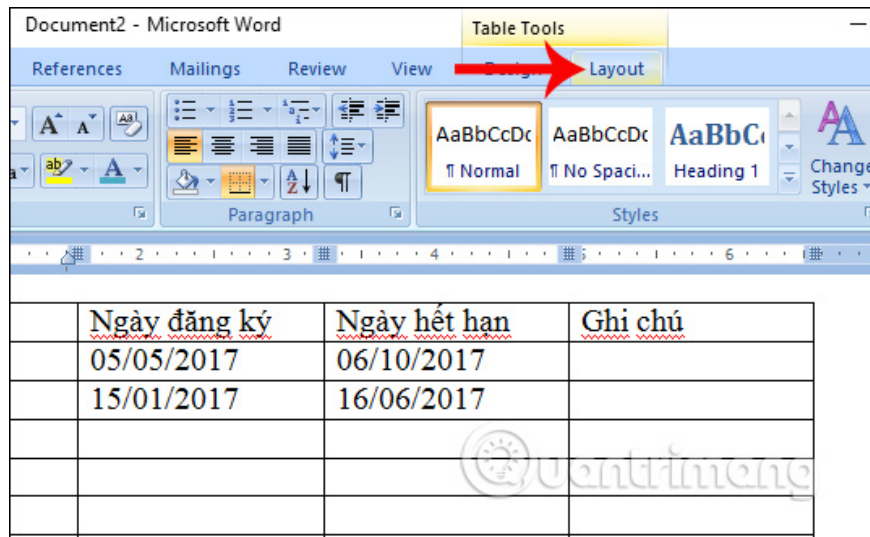
Instructions on repeating headings in Word 2007 and 2010

Use the Repeat Header Rows feature.

This feature is available in Table Tools in Word versions 2007 and later.

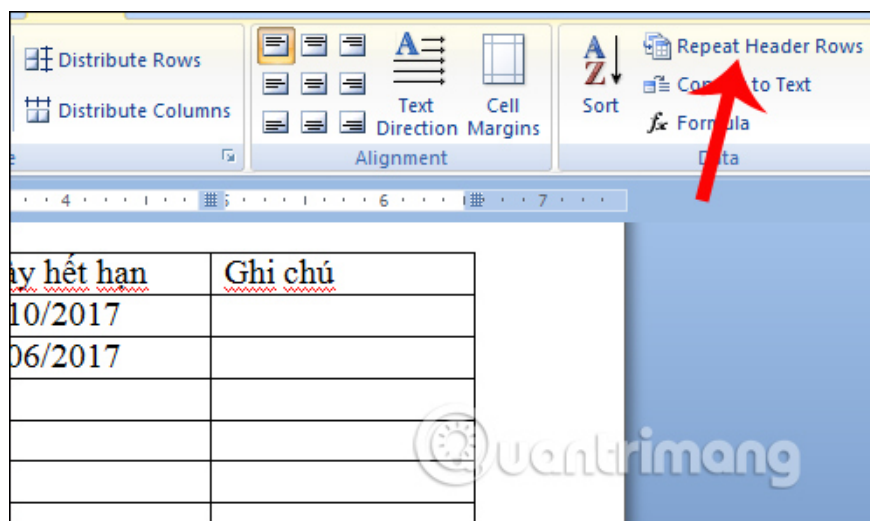
Step 1:

First, open the document where you want to repeat the header bar or create a new working table. Next, place your cursor on any of the header rows in the first Header bar, then in the **Table Tools** section , select the **Layout** tab .

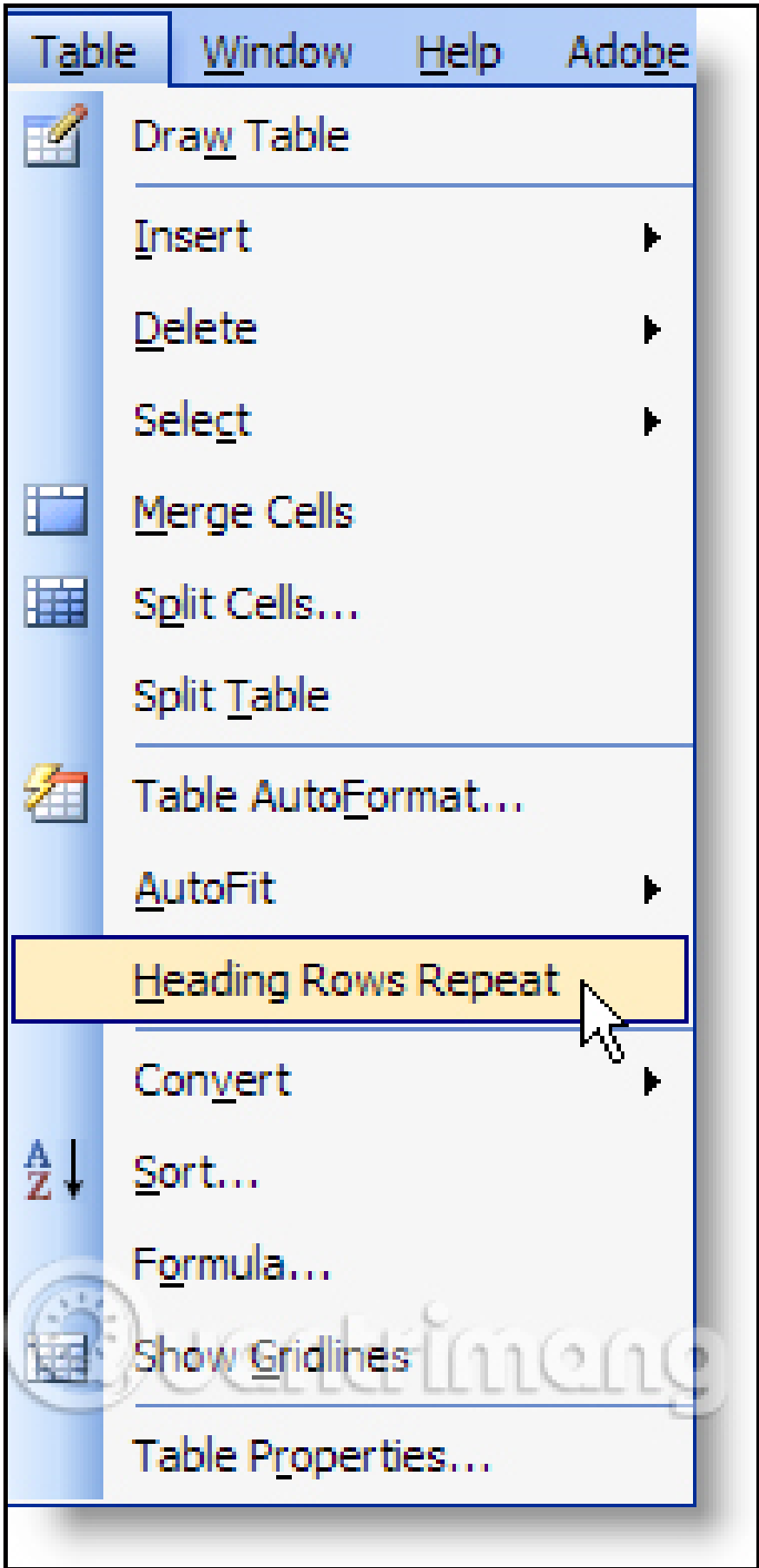


Step 2:

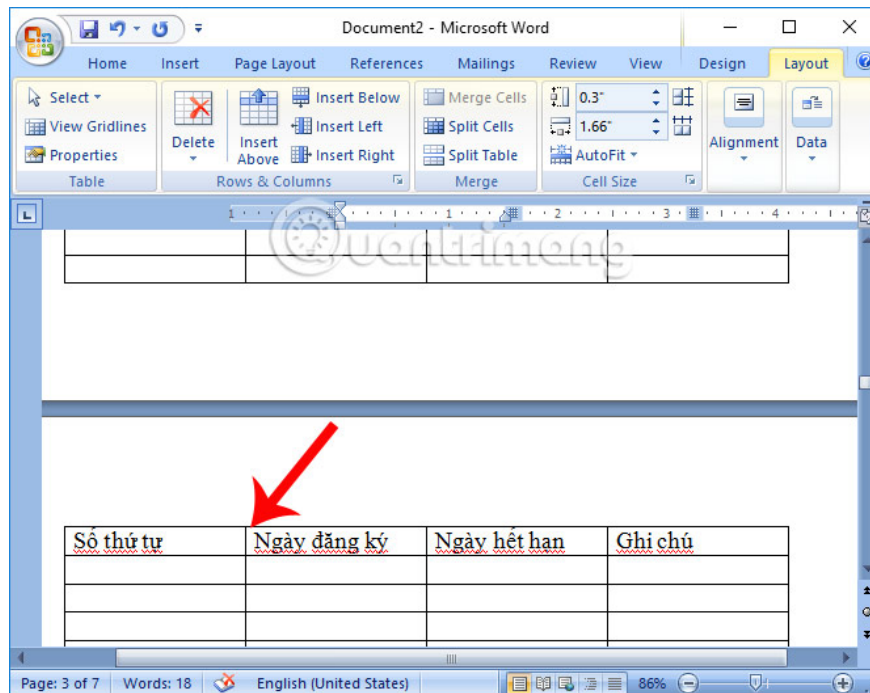
In the Layout options list, the user clicks on the **Repeat Header Rows** feature , which repeats the header row in the columns of the list table.



In **Word 2003** , click on the **Table tab** and then select **Heading Rows Repeat**, as shown in the image below.



Immediately afterwards, the column headers on the first page will appear in each column on the following pages.

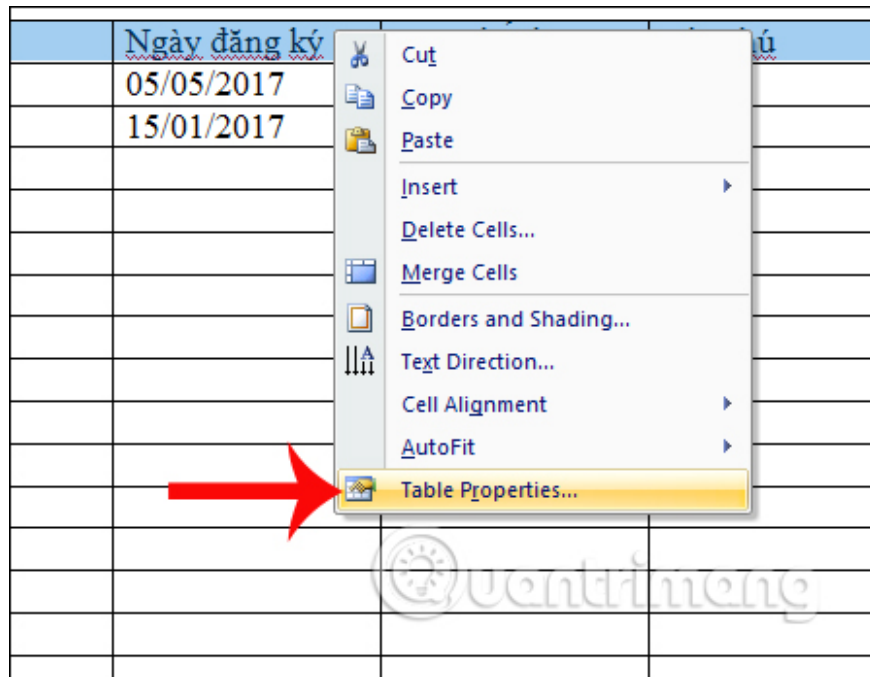


Customize in Table Properties

If you are unable to use the Repeat Header Rows feature, you can adjust it in the Table Properties section of each table.

Step 1:

First, you need to **highlight the entire header row** on the first page, right-click, and select **Table Properties** .



Step 2:

The Table Properties dialog box will appear. Here, click on **the Row tab** , then in the content below, click on the option " **Repeat as header row at the top of each page**" to repeat the header row at the top of the table for each page.

Press **OK** to save the new settings.

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